**View Exam Schedule**

Instructors view their exam schedule in either a grid or calendar format.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar:</td>
</tr>
<tr>
<td></td>
<td>• Enter your Username and Password and click the Go icon.</td>
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<tr>
<td></td>
<td>• From the Enterprise Menu, select the HR/Campus Solutions link.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: <strong>Self Service &gt; Faculty Center &gt; My Schedule</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the My Exam Schedule link.</td>
</tr>
</tbody>
</table>

If final exams are scheduled for your classes, they are now displayed below your Teaching Schedule for the current term.

The example above displays the My Exam Schedule section before the exam schedule is posted.
The example below displays the My Exam Schedule section after the exam schedule is posted.

To view your schedule in a calendar format, click the View Weekly Exam Schedule link.

*Note: As with your teaching schedule, the Class link displays the Class Detail page.*

4. Select the previous week or next week buttons to go to those schedules.

5. Alternatively, enter the date or click the calendar icon and select the week to view. On the calendar, click:
   - d. the left dropdown box icon, and then click the correct month;
   - e. the right dropdown box icon, and then click the correct year; and lastly
   - f. the correct day of the month.

6. As needed, enter the Start Time and End Time (format is 10:00AM or 4:00PM) for that week.

7. Click the refresh calendar button.

8. From the Display Options section:
   - Select the Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Select the Show Class Title checkbox to display the course name.
   - Select the Show Instructor Role checkbox to display the assigned faculty.
   - Select the checkboxes of those days of the week you wish to display.

9. Click the refresh calendar button.

20. In either the table or calendar format, select the Printer Friendly Page link and follow your browser’s prompts to print the exam schedule as displayed.

End of Procedure.